

## Native Banner

Banner Upgrade in process. Both Banner 8 and Banner 9 are currently available. At the end of 2018, Banner 8 will no longer be accessible

- Internet Explorer – <http://banner.samford.edu/>
- Select Native Banner – PROD (this is Banner 8) See bottom of this document for Banner 9 instructions
- Enter credentials

Primary Banner Screens for managing budgets:

### **FGIBDSR: Executive Summary**

Detail budget vs. actual form that shows total expenses categorized by individual account.

- Chart of Accounts – enter S
- Fiscal Year – enter two digits for fiscal year
- Enter FOAPAL combination or Index Code for the fund you wish to view. It is not necessary to fill in all query fields if viewing summary level balances (i.e. if the Program Level is left blank, it will return all Program Codes).
- Once criteria is keyed, click “Next Block” on the menu bar
- For additional details, tab to the appropriate cell, click “Options” on the menu bar, then select “Transaction Detail Information (FGITRND)”

### **FGIBSUM: Organization Budget Summary**

Summary of budget vs. actual form that shows total expenses categorized by Labor and S&E.

- Chart of Accounts – enter S
- Fiscal Year – enter two digits for fiscal year
- Enter Fund and Org you wish to view.
- Once criteria is keyed, click “Next Block” on the menu bar

### **FGITBAL: General Ledger Trial Balance**

**NOTE: This screen shows the available fund balance; however, annual spending should be limited to the annual budget.**

Provides fund balance and activity by Fund

- Chart of Accounts – enter S
- Fiscal Year – enter two digits for fiscal year
- Fund – enter Fund number
- Once criteria is keyed, click “Next Block” on the menu bar
- Beginning Fund Balance – Bottom right
- Current Fund Balance – top right “**Interfund Claim on Cash**” (a debit balance indicates a positive fund balance)
- Activity represented under Revenue Control and Expenditure Control
- Budget represented under Budgeted Revenue Control and Budgeted Expenditure Control

[Click here for reference material and video introduction to Banner 9](#)

Contact Accounting and Financial Services to attend a session of Banner 9 Training. For assistance with budget related questions and reports, please contact our office.